



HARSHA K. H

ADMINISTRATION ASSISTANT

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EDUCATION

- DIPLOMA IN HOSPITAL ADMINISTRATION (TUV-SUD)**

International School of Skill development from 2024

- MIS WITH TALLY**

E - specific solution ,Edappal From 2022

- BACHELOR OF SCIENCE - COMPUTER SCIENCE**

Calicut university ,Ponnani 2018

- HIGHER SECONDARY IN COMPUTER SCIENCE**

Board of higher Secondary Examination From 2015

PERSONAL INFORMATION

- Nationality: India
- Date of Birth :25 OCT 1997
- Gender: Female
- Status: Visit Visa

PASSPORT DETAILS

- Passport No: V0861279
- Place of Issue: India
- Date of Issue:26/03/2021
- Date of Expiry:25/03/2031

LANGUAGE

- English
- Hindi
- Malayalam

CAREER OBJECTIVES

Highly organized and detail-oriented Administrator with 2 years of experience in managing operations and ensuring the delivery of highly-quality patient care, Adept at coordinating administrative functions , optimizing workflows,and implementing policies that enhance efficiency and compliance.Strong interpersonal and leadership skills,with a communicate to fostering a collaborative and supportive work environment .

WORK EXPERIENCE

Internship 3 Months Edappal Hospital Pvt. Ltd.

2024 -PRESENT

Administration Department

- Oversee daily operations od hospital departments, ensuring adherence to healthcare regulations and policies. Implement efficient workflow processes to improve overall operational performance.
- Enhance patient care by coordinating services, handling patient inquiries and complaints and ensuring timely resolution of issues. Implement patient feedback mechanisms to improve service quality.
- Maintain accurate records of hospital operations, including patient admissions, staff schedules, and inventory. Ensure confidentiality and security of sensitive information.

Worked as a Billing Department in Amana Mall

2019-2021

Edappal, Kerala- India

- Managed the front desk area, including handling phone calls, emails, and in-person inquiries. Ensure the reception ares is clean, organized, and welcoming at all times.
- Scheduled and managed appointments for mall services such as personal shopper consultations or mall events. Coordinate with store representatives and customers to ensure timely and efficient service.
- Performed genneral adminisrative tasks such as data entry, filling and maintaining records. Assist with mail distribution and other office tasks as needed.

SKILLS

- Communication and Interpersonal Skills
- Record keeping and data management
- customer relationship management
- Microsoft office
- MS Word
- Ms power
- Spreadsheet
- Email& Internet Browsing
- Ms Excel

REFERENCES

Carolin Fransis- ISSD
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Administration/ ISSD
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